COURSE TITLE: Responding to Incidents and Emergencies  
COURSE NUMBER: CJK 0335V

COURSE DESCRIPTION (with prerequisites):  
This is a basic course in which the officer learns to apply knowledge, training, and reasonable judgment to assure the safety and security of all persons at the facility during an emergency. The officer’s ability to recognize signs that an incident could develop into an emergency and how to appropriately respond to different types of emergencies is also discussed. Objectives are addressed as specified by the criminal justice standards and training commission. 16 clock hours.

NAME(S) OF INSTRUCTORS:  
Program Availability

EFFECTIVE ACADEMIC YEAR:  
2014-2015

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:  
See instructor's First Day Handout.

GRADING POLICY:  
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:  
A – 90 – 100  
B – 80 – 89  
C – 70 – 79  
D – 60 – 69  
F – 59 or less  
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:  
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.
A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

**MAKE-UP POLICY:**
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

**ACADEMIC HONOR CODE POLICY:**
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at [www.chipola.edu/library](http://www.chipola.edu/library). If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

**TECHNOLOGY RESOURCES:**
The college’s learning management system is Canvas. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.
TUTORING RESOURCES:
Chipola College has contracted Smarthinking, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. It can be accessed through Canvas. Additionally, the Academic Center for Excellence (ACE) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. Lab hours are posted each semester at the room entrance.

ELECTRONIC DEVICE USAGE:
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:
See Below***

LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS

<table>
<thead>
<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CJK 0335V</th>
<th>PROGRAM-LEVEL LEARNING OUTCOMES: Correctional Officer</th>
<th>ASSESSMENT METHODS FOR STUDENT LEARNING OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• See Below***</td>
<td>COR Outcome 1: Students demonstrate mastery of Correctional Officer knowledge and skills.</td>
<td>T, SP, SD, BO, Sk. Check</td>
</tr>
<tr>
<td></td>
<td>COR Outcome 2: Demonstrate safety skills appropriate for employees in a Correctional Officer work setting.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COR Outcome 3: Apply critical thinking and problem solving proficiency as appropriate for employees in a Correctional Officer work setting.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COR Outcome 4: Exhibit interpersonal and ethical skills as appropriate for employees in a Correctional Officer work setting.</td>
<td></td>
</tr>
</tbody>
</table>
COR Outcome 5: Exhibit leadership, organizational, and professional skills appropriate for employees in a Correctional Officer workplace.

**Assessment Codes**
- T = Tests
- Pre/Post = Pre- and Post-Tests
- OT = Objective Tests
- UT = Unit Tests
- F = Final Examination
- CF = Cumulative Final
- EX = Departmental Exam
- SE = Nat’l or State Standardized Exam
- RPT = Report/Presentation
- SP = Skills Performance
- SD = Skills Demonstration
- W = Writing Assignments
- E = Essays
- DE = Documented Essays
- RP = Research papers
- J = Jury
- R = Recital
- Proj. = Projects
- Exp. = Experiments
- Cap. Proj. = Capstone Project
- Cap. Course = Capstone Course
- Pract. = Practicum
- Intern. = Internship
- H = Homework
- PS = Problem Solving
- DB = Discussion Board
- BO = Behavioral Observation
- Clin. = Clinicals
- CS = Case Study
- CP = Case Plan
- Port. = Portfolio
- Obs. = Teacher Observation
- Sk. Check = Skills Check-off Curriculum Frameworks
- JP = Judged

**MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:**
The course is competency-based using handouts, videotapes, textbooks, computer assisted instruction and instructor demonstrations.

***
134.0 Identify emergency situation.
135.0 Notify staff of emergency.
136.0 Explain evacuation techniques.
137.0 Resolve emergency situation.
138.0 Describe chain of command.
139.0 Document details of emergency response.
140.0 Document details of emergency.
141.0 Determine the nature of the emergency.
142.0 Assess the type and size of an emergency situation.
143.0 Determine assistance needed.
144.0 Determine level of emergency assistance needed.
145.0 Request assistance for emergency response.
146.0 Request additional assistance for emergency response, if needed.
147.0 Identify resources available for emergency response.
148.0 Describe an inmate escape.
149.0 Identify physical indicators of involvement.
150.0 List equipment needed when responding to an escape or attempted escape.
151.0 Identify standard procedures in the event an escape occurs.
152.0 Describe measures to prevent or thwart an escape attempt.
153.0 Describe a medical emergency.
154.0 Identify signs and symptoms of medical distress.
155.0 List equipment needed when responding to a medical emergency.
156.0 Describe medical resources available in an emergency response.
157.0 Describe use of equipment needed when responding to a medical emergency.
158.0 Identify standard procedures to resolve a medical emergency.
159.0 Apply techniques for responding to a medical emergency.
160.0 Describe riot or disturbance in a correctional setting
161.0 Differentiate between riot and disturbance.
162.0 Describe conditions that prompt a riot or disturbance.
163.0 Describe indicators preceding a riot or disturbance.
164.0 List equipment needed when responding to a riot or disturbance.
165.0 Identify general riot and disorder containment procedures.
166.0 Apply techniques for responding to a disturbance or riot.
167.0 Describe situations where persons are held hostage.
168.0 List equipment needed when responding to a hostage situation.
169.0 Identify general hostage situation procedures.
170.0 Describe procedures if taken hostage.
171.0 Describe indicators of facility assault.
172.0 List equipment needed when responding to a facility assault.
173.0 Describe measures to prevent a facility assault.
174.0 Describe measures to thwart a facility assault.
175.0 Identify standard procedures in the event of a facility assault.
176.0 Apply techniques for responding to a facility assault.
177.0 List major components of a fire.
178.0 List indicators of a fire.
179.0 Describe five classes of fire that occur in a correctional setting.
180.0 List equipment needed when responding to a fire.
181.0 Describe fire rescue in a correctional facility.
182.0 Describe types of fire extinguishers.
183.0 Identify uses of different types of fire extinguishers.
184.0 Describe use of Self Contained Breathing Apparatus (SCBA).
185.0 Demonstrate use of fire extinguishers.
186.0 Apply techniques for extinguishing a fire in a correctional facility.
187.0 Describe use of fire hoses.
188.0 Remove person from area affected by fire.
189.0 Control of inmates while responding to a fire.
190.0 Describe a hazardous material emergency in a correctional setting.
191.0 Identify the Department of Transportation (DOT) hazard classes of hazardous materials.
192.0 Explain dangers associated with each class of hazardous materials.
193.0 Describe indicators of hazardous materials.
194.0 List equipment needed when responding to hazardous materials.
195.0 Interpret manufacturer safety or hazard precautions.
196.0 Apply techniques to resolve a hazardous material emergency.
197.0 Evacuate area affected by hazardous materials.
198.0 Contain emergency to affected area.
199.0 Create barrier around emergency area.
200.0 Restrict access to affected emergency area.
201.0 Describe indicators of a bomb threat.
202.0 List equipment needed when responding to a bomb threat.
203.0 List equipment restrictions when responding to a bomb threat.
204.0 Identify standard procedures to follow in the event of a bomb threat.
205.0 Describe a man-made disaster in a correctional facility.
206.0 Describe a natural disaster.
207.0 List equipment needed when responding to a man-made disaster.
208.0 List equipment needed when responding to a natural disaster.
209.0 Describe use of equipment needed when responding to a natural disaster.
210.0 Describe use of equipment needed when responding to a man-made disaster.
211.0 Identify standard procedures to resolve a natural or man-made emergency.
212.0 Notify staff that crime has occurred.
213.0 Record activities at crime scene.
214.0 Remove unauthorized persons from crime scene area.
215.0 Determine whether crime scene is safe to enter.
216.0 Control access to the crime scene.
217.0 Isolate crime scene area.
218.0 Assess physical condition of inmate, staff or visitor at emergency scene.
219.0 Protect crime scene.
220.0 Create crime scene barrier.
221.0 Establish a perimeter around crime scene.
222.0 Notify staff of crime scene area.
223.0 Separate victims, witnesses, and suspects.
224.0 Identify victims, witnesses, and suspects of an incident.
225.0 Explain the purpose of separating victims, witnesses, and suspects.
226.0 Secure victims, witnesses, and suspects.
227.0 Determine role of those involved in incident.
228.0 Identify physical indicators of inmate involvement.
229.0 Apply basic investigative techniques.
230.0 Write an incident report.
231.0 Document details of investigation.
232.0 Identify evidence of crime scene.
233.0 Identify relevant evidence.
234.0 Gather evidence of an incident.
235.0 Demonstrate evidence handling techniques.
236.0 Identify the main components of chain of custody procedures.
237.0 List information necessary to establish the chain of custody.
238.0 Apply Chain of Custody Procedures.
239.0 Describe safeguards to maintain the chain of custody

ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule.